

Faculty of Economics & Political Science

Specialized Writing

Information :

Course Code : REM 302

Level : Undergraduate

Course Hours : 3.00- Hours

Department : Department of Public Administration

Instructor Information :

Title	Name	Office hours
Lecturer	Shaimaa Magued Mohamed Helmy Abdulfattah	3

Area Of Study :

As the market always requires a diverse number of writing modes that are essential to move ahead in career, in this course students are taught different kinds of specialized writing formats related to the specializations offered at FEPS. The workshop-based course covers the following writing modes: Report writing, meeting minutes, talking points, op-ed, news, feature, speech, country brief, policy brief, contact brief, press release, interview, policy note, policy paper, conference paper, memo, e-mails, resume and grant proposal.

Course Goals:

- Address various writing modes and mechanisms that are best suitable for the message intended to evoke, nationally, regionally and internationally;
- Comprehend the need to master and how to master different modes of writing according to the respective workplace, culture and audience;
- Provide a sufficient application range in order to master both language and application methods of writing techniques for specialization fields such as economic reports, political analysis research, field studies memo, and the like.

Description :

As the market always requires a diverse number of writing modes that are essential to move ahead in career, in this course students are taught different kinds of specialized writing formats related to the specializations offered at FEPS. The workshop-based course covers the following writing modes: Report writing, meeting minutes, talking points, op-ed, news, feature, speech, country brief, policy brief, contact brief, press release, interview, policy note, policy paper, conference paper, memo, e-mails, resume and grant proposal.

Course outcomes :

a.Knowledge and Understanding: :

1 -	Define the differences between various text writing, their pros and cons based on diverse situations.
2 -	Recognize which method is best used for the identified purpose and audience.
3 -	Identify the needs every research field has in order to choose a method or a combination or methods to research and write.

b.Intellectual Skills: :

1 -	Combine different writing modes on the same topic to illustrate an opinion from different angles and using various techniques.
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2 -	Examine the needs of the market place with respect to the up-to-date writing techniques in order to stay ahead and attract more audience and build a profound ground for your ideas.
3 -	Explain why certain writing modes are more suitable for certain audiences and topics rather than others.

c. Professional and Practical Skills: :

1 -	Relate between current affairs in the field chosen, and the best writing methods.
2 -	Employ academic knowledge and practice into writing various forms of texts.
3 -	Illustrate a profound understanding of the techniques and tricks best used to shed light on the prime message intended behind the text written.

d. General and Transferable Skills: :

1 -	Allow new techniques to be used in order to always stay ahead in terms of writing abilities.
2 -	Compare between most common writing modes nationally, regionally and internationally to define the needed techniques to stay up-to-date with international standards in mind.
3 -	Analyze the best methods to develop already existing writing modes and alternatives for them, in order to constantly sharpen the ideas or messages written.

Course Topic And Contents :

Topic	No. of hours	Lecture	Tutorial / Practical
Introductory Lecture and Course Outline	3	1	
What is Specialized Writing and What Different Schools are there? (Historical Developments in Different World Regions/ Countries)	3	1	
Report Writing, Talking Points and Meeting Minutes	6	2	
Op-ed, News and Features	6	2	
Midterm Exam		1	
Speech, Country Brief, Policy Brief, Contact Brief and Press Release	6	2	
Policy Paper and Memo	3	1	
Grant Proposals and Conference Papers	3	1	
Policy Note, Memo and Emails	6	2	
Resume and Interviews	3	1	
Final Exam		1	

Teaching And Learning Methodologies :

Demonstration videos
Presentation
Simulations
Debates
Group discussion
Research Paper

Course Assessment :

Methods of assessment	Relative weight %	Week No	Assess What
Course Work (Attendance, Participation, Assignments, Quizzes, Research Paper...)	30.00		To assess understanding, and to assess theoretical background of the intellectual and practical skills.
Final Exam	40.00	15	To assess knowledge and intellectual skills.
Midterm Exam (S)	30.00	7	To assess professional skills.

Course Notes :

Handouts.